

## Person Specification 1 to 1 Teaching Assistant

The Futures Trust and Camp Hill Primary School are committed to safeguarding and promoting the welfare of Children and Young People, and require all staff and volunteers to share this commitment.

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| <b>Responsible to</b> | Class Teacher                           |
| <b>Grade</b>          | 3 (£7,399 - £7,852 pro rata salary)     |
| <b>Hours</b>          | 16.25 hours per week, 39 weeks per year |
| <b>Location</b>       | Based at Camp Hill Primary School       |

|                                     | <b>Essential Criteria</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>Desirable Criteria</b>                                                 | <b>Measured By</b>                    |
|-------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|---------------------------------------|
| <b>Education and Qualifications</b> | <ul style="list-style-type: none"> <li>• NVQ Level 3 or equivalent in a relevant discipline</li> <li>• GCSEs grade C (4) or above in English and Maths or equivalent level of numeracy and literacy</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <ul style="list-style-type: none"> <li>• Qualified First Aider</li> </ul> | Application Form<br>Certificates      |
| <b>Skills and Abilities</b>         | <ul style="list-style-type: none"> <li>• Able to relate well to both children and adults</li> <li>• Highly organised; able to plan and prioritise</li> <li>• Able to follow instruction and seek clarity when required</li> <li>• Able to communicate effectively both verbally and in writing with a range of audiences including pupils, teachers, other professionals and parents</li> <li>• IT literate including Microsoft word and outlook</li> <li>• Able to understand curriculum content and make it accessible to pupils</li> <li>• Able to be proactive, pre-empting pupil needs</li> <li>• Able to implement action plans for individual and</li> </ul> |                                                                           | Application Form<br>Interview<br>Test |

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| <b>Skills and Abilities Continued</b> | <p>groups of pupils</p> <ul style="list-style-type: none"> <li>• Able to adapt and modify materials and resources to make them accessible to pupils</li> <li>• Able to support with the implementation of the school's Behaviour Policy</li> <li>• Able to work as an effective team member and work on own initiative</li> <li>• Able to interpret and use data</li> <li>• Able to maintain confidentiality and data security</li> <li>• Able to consistently produce high quality work</li> <li>• Able to deal with situations calmly and efficiently</li> <li>• Able to follow the school's safeguarding procedures and recognise when to report any concerns</li> </ul> |                                                                                                                                  | Application Form<br>Interview<br>Test |
| <b>Experience</b>                     | <ul style="list-style-type: none"> <li>• A minimum of 12 months relevant experience of working with primary school aged children or with specific special needs</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <ul style="list-style-type: none"> <li>• Monitoring, recording and making basic assessments about individual progress</li> </ul> | Application Form<br>Interview         |
| <b>Knowledge and understanding</b>    | <ul style="list-style-type: none"> <li>• Basic understanding of child development and learning</li> <li>• Knowledge of relevant learning strategies</li> <li>• Child protection and health and safety in the school context</li> <li>• Understanding of relevant codes of practice and legislation</li> </ul>                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                  | Application Form<br>Interview<br>Test |
| <b>Other requirements</b>             | <ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                  | Application Form<br>Interview         |
| <b>Other</b>                          | <ul style="list-style-type: none"> <li>• Committed to and able to</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                  |                                       |

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| <b>requirements continued</b> | <p>promote the aims of the school and the values of the Trust: - Learners First, - It's about Learning - No Barriers.</p> <ul style="list-style-type: none"> <li>• Able to work calmly under pressure and withstand stress</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul> |  |  |
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**Person specification reviewed by: Louise Barrass, Headteacher**

**Date: September 2020**